



License Inspector

Department: License Inspection

Class Code: 7212

EEO Code: 21

FLSA: E

Effective: 01/01/1992

GENERAL STATEMENT OF DUTIES:

Under administrative direction; performs work of considerable difficulty enforcing County codes relative to business, professional and automobile licenses; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Manages and directs all operations of the Department of License Inspections; ensures County businesses are properly licensed; provides information to other departments on licensed business in the County as needed; ensures that improperly licensed vehicles procure proper registration via monitoring parking areas and reviewing Division of Motor Vehicles newly registered vehicle list; issues summonses for violations; makes field contacts to collect all delinquent business license violations; ensures that all departmental objectives and goals are met; monitors inspectors monthly; prepares annual budget; manages and directs County and State ordinance changes within inspector's office; maintains contact with Virginia Department of Taxation to update knowledge of regulations; assists in the collection of personal property taxes; assist zoning department in zoning matters and abandoned vehicles by investigating violations; issues summonses for all County code license violations and for appearance in General District Court and approves all litigation and Court actions; conducts field checks of construction sites; hires, fires, disciplines, evaluates and recommends subordinate staff for promotion; directs staff development activities; polices unlicensed and inoperative vehicles; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of scope and activities of local businesses; of state and local laws governing taxation and vehicle licensing; of ordinances governing motor vehicle taxation; of political organization and departmental inter-relationships in County; of supervisory techniques; and of budgetary principles.

Considerable skill in maintaining effective relationships with personnel within the department and those whom the department serves; in keeping accurate and detailed records; and in communication.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in business administration, business law, or related field and five (5) years experience in business administration, collection and law enforcement, or related field; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

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| <p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p> |
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